Utah DHS-OL

UTAH DEPARTMENT OF HUMAN SERVICES OFFICE OF LICENSING CHILD FOSTER CARE CHECKLIST

Licensing Staff		Date	e _		
Provider					
Address —					
Maximum Licensed Capacity			Num	ber of Cons	sumers Enrolled
Provider Signature —					
This document is a checklist created for use by the Office of Licensing. It is the time of this scheduled site inspection. Refer to R501-12. for complete			preta	tion or mod	lification of the Rules. It summarizes the licensor's review a
COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CONT RACT	COMMENTS
R501-12-4. Foster Care Rules. The following is on file: 1. Application 2. Medical references 3. References 4. CBS Clearances 5. Home study 6. Provider Code of Conduct 7. Training					
 R501-12-4. Licensing and Renewal. 1. The applicant is an individual or a legally married couple 21 years of age or older. All members of the household are listed on the application. 					
 2. Medical information: a. medical reference letter has been submitted/ personal health status statement submitted. b. psychological examination of a potential or current foster and proctor parent may be required by the Office of Licensing or the Agency if there are questions regarding the individual's mental status, which may impair functioning as a foster or proctor parent. The psychological examination shall be arranged and paid for by the foster or proctor parent. 					
 References: No more than four acceptable letters of reference have been submitted with no more than two unrelated and one related. 3 acceptable letters have been submitted. Background Screening: a. CBS screening has been successfully completed (Annually). 					
 b. MIS screening has been successfully completed.)Annually) 5. Home Study: A current home study, signed by a licensed Social Worker, has been completed. 6. Each applicant has read, understood, agreed to abide by, and 					
signed a current copy of the DHS Provider Code of Conduct. 7. Each applicant has completed the required training.					

COMPL R501-12	IANCE REQUIREMENTS	Y E	N O	N /	CON TRAC	COMMENTS
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8. Ap	proval:					
a.c.d.f.g.h.	Following pre-service, the home study and assessment have been completed. The decision to license this provider was made on the basis of Health Safety and professional judgment. The applicant was not denied a license based on race, color, national orgin etc. Kinship or Specific Home Approval: Home is licensed for placement of one specific child or sibling group. Provider has been told that licensure by the Office of Licensing does not guarantee placement of a child. Provider is not licensed or certified to provide foster or proctor care in the same home in which they are providing					
:	child care or a licensed human service program.					
	Any variances have been granted in the best interest of the foster or proctor child. Provider has reported any major changes in their lives within 48 hours to the Office or Agency, including, but not limited to: death or severe illness among any family members, separation ,loss of employment, change of address, suspected abuse or neglect of any foster or proctor child.					
R501-12	-5. Training					
	icant has submitted verification of appropriate training.					
	-6. Foster Parent Requirements.					
	sonal characteristics of foster and proctor parents include the					
a.b.c.d.e.	Foster and proctor parents are in good health and are able to provide physical and emotional care to the child. Foster and proctor parents are emotionally stable and responsible persons over 21 years of age. Foster or proctor parents are an individual or a legally married couple. Foster and proctor parents shall document and verify legal residential status when appropriate. Foster or proctor parents have the ability to help the child grow and change in behavior. Foster or proctor parents are not dependent on the foster or proctor care payment for their expenses beyond those associated with foster or proctor care. Verification of income has been submitted annually. Foster or proctor parents are not Division employees.					
g.	Foster and proctor parents are not members of the governing body of the licensed agency.					
h.	Foster and proctor parents follow Agency rules and work cooperatively with the Agency, state, court, and law enforcement officials.					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
 2. Family composition meets the following: a. The number, ages, and gender of persons in the home have been taken into consideration as they may be affected by or have an effect upon the child. b. Family composition meets the specifics of R501-12-6.2b.1-through 5. 					
 There are no more than two children under 2 that reside in the foster home, including the provider's natural children. There are no more than two non-ambulatory children in the foster home including infants under the age of two. There are no more than four foster children in this home. There is only one foster child in any home designated for proctor care by agencies contracted by DJJS. 					
 R501-12-7. Physical Aspects of Home. The foster or proctor home is located where school, church, recreation, and other community facilities are available. 					
The foster or proctor home is clean, in good repair, and provides for normal comforts in accordance with community standards.					
The foster or proctor home is free from health hazards, fire hazards and has working smoke detectors and an approved fire extinguisher.					
4. There is sufficient bedroom space for the following: a. bedrooms are not shared by children of the opposite sex, except infants under two years of age, b. children do not sleep in the parents' room, except infants					
under two years of age, c. each child has their own solidly constructed bed adequate to the child's size, d. a minimum of 80 square feet per child is provided in a single					
occupant bedroom and a minimum of 60 square feet per child is provided in a multiple occupant bedroom excluding storage space, and e. no more than four children are housed in a bedroom.					
Sleeping areas have a source of natural light and are ventilated by mechanical means or equipped with a screened window that opens.					
Closet and dresser space is provided within the bedroom for the children's personal possessions and for a reasonable degree of privacy.					
7. There is adequate indoor and outdoor space for recreational activities.					
8. Home has sufficiently balanced meals to meet the children's needs.					
Indoor and outdoor areas are maintained to ensure a safe physical environment.					
10. Areas unsafe are fenced off or have natural barriers.					
All furniture and equipment is maintained in a clean and safe condition. Furniture and equipment is of sufficient quantity, variety, and quality to meet individual needs.					
12 There are at least two means of exit on each level of the home.					
R501-12-8. Safety. 1. Foster and proctor families conduct and document fire drills at least quarterly, and provide documentation to the Office of Licensing.					

2. Foster and proctor purents provide training to children regarding response to fire warmings and other instructions for tile salety. 3. Vaster or proctor brome has a steephone. Emergency recephone numbers are posted next to the steephone. 4. Foster or proctor brome has an adequately supplied first still kit. 5. Foster and proctor purents who have freezens or ammunition shall assure that they are insucessible to children at all times. Freezens and ammunition that are stored to depther shall be kept securely locked in security vanible to locked cases, not in glass fronted display cases. Freezens that are stored in display cases shall be rendered inoperable with trigger locks, bolts removed or other disabiling methods. Ammunition for those firearms shall be kept securely locked in a separate location. This does not restrict constitutional or statutory rights regarding conceiled weapons permits, prevant to UCA 53-57 off te seq. 6. Foster and Proctor home provides shall not provide a weapon to missors as per 76-18-500 through 76-10-5007. 6a. If a foster or proctor parent possesses or uses a firearm, norification has been made to DIS and DCFR sep er RS12-302-4 and 63-469-2.1. 7. Foster and proctor parents who have alcoholic beverages in the home shall assure that they are kept inaccessible to children at all times. 8. There is locked storage for hazardous chemicals and materials. R801-12-9. Emergency Plans. 1. Foster and proctor parents were a written plan of action for emergencies and disaster to include the following: a. evacuation with a pre-arranged site for relocation, and d. notification of appropriate authorities. 8. Poster and proctor parents were a written plan for medical emergencies, including armagements for modical transportation, teamment and of a foster third to the appropriate Division or Agency and the Office. R801-12-10. Hortections Disease. 1. Foster and proctor parents shall for whom it was prescribed. 806-11-12-11. Medication. 7. Foster and proctor parents shall for whom it was p	COMPLIANCE REQUIREMENTS R501-12	Y E	N O	N /	CON TRAC	COMMENTS
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	4. Medications are not administered by the foster or proctor child.					

COMPLIANCE REQUIREMENTS Y N N CON	COMMENTS
R501-12	
5. Medication is not used for behavior management or restraint	
unless prescribed by a licensed physician with notification to the	
Division or Agency worker.	
6. There is locked storage for medications.	
R501-12-12. Transportation.	
Foster and proctor parents provide transportation. In case of an	
emergency a means of transportation is arranged.	
2. Drivers of vehicles have a valid Utah Drivers License and follow	
safety requirements of the State.	
3. Transportation is provided in an enclosed vehicle that has been	
safety inspected and equipped with seat belts and an appropriate	
restraint for infants and young children.	
4. An emergency telephone number is in the vehicle used to	
transport children.	
5. Each vehicle has an adequately supplied first aid kit.	
R501-12-13. Behavior management.	
Foster and proctor parents provide supervision at all times.	
2. Foster and proctor parents do not use, nor permit the use of	
corporal punishment, physical or chemical restraint, infliction of	
bodily harm or discomfort, deprivation of meals, rest or visits with	
family, humiliating or frightening methods to control the actions of	
children.	
3. Foster or proctor parents' methods of discipline are constructive.	
In exercising discipline, the child's age, emotional make-up,	
intelligence and past experiences are considered.	
4. Passive restraint is used only in behaviorally related situations as	
a temporary means of physical containment to protect the child,	
other persons, or property from harm. Passive restraint is not	
associated with punishment.	
5. Foster and proctor parents inform the Division or Agency worker	
of any extreme or repeated behavioral problems of a child placed in the foster home.	
R501-12-14. Child's Rights in Foster Care.	
The foster and proctor parents adhere to the following: a. allow the child to eat meals with the family, and to eat the	
same food unless the child has a special prescribed diet,	
b. allow the child to participate in family activities, c. protect privacy of information,	
c. protect privacy of information, d. not make copies of the child's records,	
e. explain the child's responsibilities, including household tasks,	
privileges, and rules of conduct,	
f. not allow discrimination,	
g. treat the child with dignity,	
h. allow the child to communicate with family, attorney,	
physician, clergyman, and others, except where documented	
otherwise,	
i. follow visitation rights as provided by DHS or Agency	
worker,	
j. allow the child to send and receive mail providing that	
security and general health and safety requirements are met,	
foster or proctor parents only censor or monitor a foster or	
proctor child's mail or phone calls by court order,	
k. provide for personal needs and clothing allowance, and	
l. respect the child's religious and cultural practices.	

September 2004 Child Foster Care

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COMPLIANCE REQUIREMENTS	Y	N	N	CON	COMMENTS
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R501-12-15. Record Keeping.					
Foster and proctor parents maintain the following:					
a. current license certificate,					
b. copy of each contract with DHS,					
c. record of money provided to each foster or proctor child,					
d. record of expenditures for each foster or proctor child, and					
e. documentation of special need payments.					
2. The Office of Licensing and Agency staff shall maintain a separate					
record for each child in foster or proctor care.					